

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by 4:00 PM, April 22, 2005. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system

for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$100,000/\$500,00.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES
for
INSPECTION OF WORK ZONES AND WORK ZONE TRAFFIC CONTROL

Project Location: University Region (Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee and Washtenaw Counties).

Control Section – Job Number: CS various – JN various
See Attachment A for a list of possible projects

- I. Primary Prequalification Classification:**
Road Construction Engineering
- II. Secondary Prequalification Classification:**
Maintaining Traffic Plans & Provisions

The anticipated start date for this service is May 16th, 2005. The anticipated completion date for this service is November 30th, 2005.

Submit questions relative to the scope of services to:

Willard Thompson, P.E. - Project Manager
MDOT – University Region
4701 W. Michigan Ave.
Jackson, Michigan 49201
E-mail: thompsonw@michigan.gov
Phone: (517) 750-0425

I. Description of Work

General Description of Work: Provide inspection and quality assurance services, as needed, for traffic control within work zones (construction, maintenance and permit) and signed detours of state trunk lines in the University Region to ensure compliance with contract specifications, maintenance guidelines for work zone traffic control and permits. The inspector shall work under the direction of the Project Manager. Inspection will be performed on various projects throughout 2005, as directed by the Project Manager. Inspection services may be needed full time or at various given times, beginning with the authorization of the contract and continuing through November 30th, 2005.

The inspector shall work a maximum of 40 hours per week, and is required to conduct day and nighttime traffic reviews and work weekends when required by the Project Manager. Overtime will not be paid unless otherwise approved by the Project Manager.

The MDOT Delivery Engineer will be defined by the Project Manager for the individual construction projects. As a part of this scope, the consultant is provided with a list of projects identifying route, location, TSC Delivery Engineer, type of work, and estimated construction schedule. This list may be updated and/or revised during the year.

II. General

- A. This Scope of Services consists of, performing to the satisfaction of the Department, inspection of all aspects of traffic control and devices within work zones, in accordance with MDOT specifications, proposals, plans, guidelines, MMUTCD and modifications to the traffic control plan as approved by the Engineer.
- B. The Consultant's principal contact with the Department shall be through the Project Manager and the TSC Delivery Engineers.
- C. The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction, MMUTCD, and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in a professional manner.
- D. This solicitation will result in selection of inspection services from one firm.
- E. Definitions:

Department – Michigan Department of Transportation.

Project Manager-MDOT manager responsible for the administration of this contract. The Project Manager will be Willard Thompson, University Region Associate Region Engineer, (517) 750-0425, fax (517) 750-4397.

MDOT Delivery Engineer-MDOT Transportation Service Center (TSC) Delivery Engineer responsible for the administration of various delivery operations within a TSC's jurisdiction.

Brighton TSC Delivery Engineer:	James Daavettila	(Tele: 810-225-2602) (Fax No. 810-227-7929)
Jackson TSC Delivery Engineer:	Jeff Bigelow	(Tele: 517-780-7540) (Fax No. 517-780-5454)
Lansing TSC Delivery Engineer:	Kurt Coduti	(Tele: 517-324-2293) (Fax No. 517-324-9580)

Consultant Work Zone Inspector (Inspector) – Consultant employee assigned to inspect and review University Region work zones.

III. Inspection Services to be Performed by the Consultant

The Consultant agrees to:

- A. Provide a full time qualified inspector and vehicle as needed on various projects and perform inspection services under the direction of the Project Manager. The Project Manager will provide the inspector a monthly schedule of projects to inspect. The inspector assigned to this project will report to the MDOT Project manager and MDOT Delivery Engineer as specified below.
- B. Provide, to the satisfaction of the Department, inspection services for work zones and traffic control devices. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection of aforementioned projects, and as directed by the Project Manager.
- C. That all work will be performed in compliance with the contract documents and the standard practices of the Department. Inspections will be performed on projects as directed by the Project Manager and no variation will be permitted except by written order of MDOT.
- D. Specifically, on a weekly basis, or as designated by the Project Manager, the inspector shall inspect each construction zone, permit zone, maintenance zone and signed detour throughout the region, even when there are no active construction activities, to verify that traffic control devices are in place according to the contract documents, operating properly, are of acceptable quality, and are being maintained. The Consultant shall also verify that the work zone is set up according to the plans and specifications for each specific site. The inspector shall document all inspections on the "Traffic Control Review Report Form", attached hereto. These reports shall be faxed to the respective MDOT Delivery Engineer within 24 hours of the review. The inspector may also be asked to perform detailed inspections of work zones which will be documented on the eight page "Review of Traffic Control Devices/Operations in Work Zones". Based on their observations, the inspector shall suggest recommended modifications to the MDOT Delivery Engineer, that will improve the movement of traffic through the work zone, and improve safety for the public and the Contractor's operations.

The inspector shall supply the Project Manager with copies of the "Traffic Control Review Report Form" on a weekly basis. The inspector will also supply the Project Manager with monthly summaries of the inspector's findings, actions taken, and resolution of those actions in a written spread sheet type format.

- E. The MDOT Delivery Engineer will be notified immediately of any deficiencies regarding traffic control devices for the maintenance of traffic. In addition, the inspector will fax to the MDOT Delivery Engineer, within 24 hours of the review, the "Traffic Control Review Report Form". Otherwise, reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department. Emergency situations will require the Consultant Inspector to stay on site until the Delivery Engineer is notified

and the situation has been corrected or until the Delivery Engineer has delegated an MDOT employee to ensure the correction has been made.

- F. The inspector will immediately bring to the attention of the MDOT Delivery Engineer the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance or any other occurrence which may require resolution by the MDOT Delivery Engineer.
- G. The inspector shall possess a valid Michigan Driver's License at all times, throughout the duration of this contract.
- H. The inspector shall provide their own transportation to, from, and on the project site to perform the services outlined herein. The vehicle shall be equipped with a roof or post-mounted flashing amber light or approved equal. Reflective conspicuity tape shall be applied to the vehicle per section 812.03.L of the MDOT's Standard Specifications for Construction.
- I. The inspector shall provide their own cell phone. The cell phone is not a billable charge to the contract.
- J. The inspector shall possess good written and verbal communication skills.
- K. The inspector shall have attended the MSU/MDOT two day Work Zone Training or be an American Traffic Safety Services Association (ATSSA) or International Municipal Signal Association (IMSA) certified Worksite Traffic Supervisor or have a minimum of two years inspecting or laying out traffic control for construction work zones. Experience will be reviewed and approved by Project Manager. Information regarding the MSU/MDOT training can be obtained from Brian Zimmerman at 517-322-6794
- L. The inspector shall wear personal protective safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site or in any work zone.
- M. The inspector shall attend project related meetings, when directed by the Project Manager.
- N. The inspector shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, MMUTCD, maintenance guidelines for work zone traffic control, and any and all other necessary applicable references, guidelines and procedures manuals.
- O. The Consultant shall provide the Project Manager a weekly summary, itemized by job number (maintenance or permit activity location where applicable), time and mileage charged to the job number (maintenance or permit activity where applicable).
- P. At the conclusion of the season, the inspector will provide a summary report of their findings. This report will include any trends in the region. The inspector will also be

asked to work with Lansing staff to provide a region nomination for best work zone. This may include providing pictures and documentation to justify the nomination.

- Q. During the course of the inspector's travels through the region to inspect identified construction work zones, the inspector shall also inspect permit and maintenance operations that are in progress. These inspections shall be documented on the "Traffic Control Review Report Form". The report shall be faxed to the TSC Maintenance Coordinator or Permit Agent responsible for the county, the same day the inspection is performed. Any deficiency of traffic control shall be brought to the TSC Maintenance Coordinator or Permit Agent's attention immediately.

TSC jurisdictions and TSC Maintenance Coordinators and Permit Agents are:

Brighton TSC:

Rick Tyrer, Maintenance Superintendent (810-225-2619 fax 810-227-7929)

Marie Wilson, Permit Agent (810-225-2620 fax 810-227-7929)

Area covered: Livingston, Monroe and Washtenaw Counties

Jackson TSC:

Arnold Trombley, Maintenance Superintendent (517-780-7542 fax 517-780-5454)

Doug Jordan, Permit Agent (517-780-5103 fax 517-780-5454)

Area covered: Jackson, Hillsdale and Lenawee Counties

Lansing TSC:

Scott Johnson, Maintenance Superintendent (517-324-2264 fax 517-324-0294)

Jerry Swift, Permit Agent (517-324-2266 fax 517-324-0294)

Area covered: Clinton, Eaton, Ingham and Shiawassee Counties

IV. Services to be Performed by the Department

- A. The Project Manager will furnish to the inspector all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the services required herein.

V. Consultant Payment

Payment to the Consultant for services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount."

Invoices must be submitted to Operations Contract Support Unit monthly, within 14 calendar days of the close of the invoice period.

Reimbursement for inspection services shall be limited to the hours spent on this project. Should the Project Manager approve overtime for the inspection services, overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Manager. Generally, overtime will not be approved. It is expected that the inspector will adjust his/her hours such that the 40 hours a week will not be exceeded.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Overnight lodging will not be a reimbursable cost.

The fixed fee allowed for this project is 11.0%.

ATTACHMENT A

The following list is not intended to be an all inclusive list of projects to be inspected in 2005. There may be additions and deletions depending on circumstances throughout the construction season.

Job Number	Route	Location	Description of Work
75167	US-12	US-23 to I-94	Mill & Overlay, WB passing flare at Crane, radius improvements at Carpenter
74217	US-12	US-23 to Sauk Trail	Construct center left turn lane, overlay, add right turn lane on SB US-23 exit ramp, realign Textile Rd
77560	I-94	At Rawsonville Rd	Interchange Reconstruction
79627	EBI-94	Harris to Rawsonville	Concrete pavement repair
78895	I-75	State line to N Dixie Hwy	SB: Concrete pavement repair& diamond grinding; NB: Diamond grinding
53210	US-24	Luna Pier Rd to Dunbar Rd	Mill & Overlay
75182	M-99	East Railroad to Fayette Street	Reconstruct, Widen for Center Left Turn Lane
79524	M-50	Rives Junction Road to Hendee Road	Microsurface with Crack Prep
79742	I-94	Sargent Road to Jackson/Washtenaw County Line	Concrete Pavement Repair & Sealing
79775	I-94 WB	East of Race Road to Jackson/Washtenaw County Line	Paver Placed Surface Seal with Crack Prep
79758	US-127	Trowbridge Rd to I-69	Concrete Restoration
79758	US-127	Trowbridge Rd to I-69	Concrete Restoration
59281	I-94	Bridges between US-23 & Rawsonville	Deck Replacements, Overlays, CPM
76133	I-75	Bridges in Monroe County	Deep Overlays, Super and Substructure Repairs, etc.